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Handwritten signature and date 3/22/62

Bi-Weekly Report Ending 16 March 1962
from
Records Systems & Disposition Branch

1. Contributions

- a. Received and approved an amendment to the ORR Records Control Schedule which resulted in deleting two items from the schedule and shortening retention periods for two others.

[redacted]

- b. The Angle Steel Sorting Trays for use in OBI, Bruce Clark's branch, have been received. A call from [redacted] indicates that OBI is very pleased with the improved appearance as well as the increased efficiency derived from the conversion from make shift card board boxes. [redacted]

- c. The filing stools for use in OBI, Bruce Clark's branch, have been received and put to good use. [redacted]

- d. Submitted a plan showing a rearrangement of a filing room to [redacted] of FDD. FDD has made the suggested changes and [redacted] informed us that both the people working in the room and customers served are highly pleased and have paid them many compliments. [redacted]

- e. The Shelf-Filing equipment ordered for expansion purposes in the RID File room has been installed by the D. N. Owens, Company. A total of 59 Sections providing 1180 linear feet of filing and costing \$5,800. was delivered and installed last week. [redacted]

2. Assignments

a. Shelf Filing

- (1) Commo Signal Center, TTT [redacted]

[redacted] informed me that she released a requisition ordering equipment for this Office.

- (2) Cable Secretariat [redacted]

Bids have been opened by Procurement Division and the award will be announced soon.

- (3) Office of Security Expansion [redacted]

This Office has approved the revised ordering procedure suggested to them and has submitted a requirement to the Supply Division for processing.

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(4) OO/C []

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Awaiting delivery of equipment and material.

(5) Commo Registry []

Arranged for [] to view the Mechanical file sold by Wheeldex Simpla of Washington. [] was not impressed with this unit since it was an older model and did not have the attached work shelf.

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(6) Logistics/Real Estate []

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Awaiting procurement of 3 sections of Art Metal shelving.

b. Records Control Schedules

(1) OO/C []

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Comments have not been received from [] as yet.

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(2) OTR []

No action.

(3) ORR []

No action.

c. Special Projects

(1) Agency Courier System []

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Have reviewed the OCR Courier System and the internal mail handling activities of OO/C and FBID. Have arranged for the Central Mail and Courier System to do a mail count next week to reflect the type of mail handled, (by volume and physical characteristics.) Arrangements are being made to show interested Agency personnel two films on Internal Mail handling activities. One film was made by the Navy Management Office, the other by the Frieden Company.

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(2) Dissemination and Control File for FBID Reports []

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At the request of [] I was asked to devise a better system for recording and controlling dissemination of all FBID reports (Daily, Weekly, Bi-Weekly, Ad Hoc, etc.) The present system has become very unwieldy due to the increased volume of reports.

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I am currently working with Liaison Branch of FBID and Logistics/Printing and Reproduction toward the adoption of a more efficient and all inclusive control form and the development and implementation of a better system.

(3) Conference Notes and Special Reports []

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Provided [] with a photograph of Records Center to be used in his preparation of graphics.

(4) DDP/RID []

Further action awaits move to New Building.

3. Vital Records []

a. In cooperation with Printing and Reproduction microfilming personnel I have begun a study of all operations involving the microfilming of Vital Records in the Agency. When completed, this will result in a tighter control of filming projects and it is anticipated that a reduction in microfilming projects will also be realized. This is another opportunity to investigate the possibility of substituting hard copy for microfilm where feasible.

b. Progress on Vital Records Workshop continues. []

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4. Microfilming []

a. Microfilming of vital records in Office of Security has been completed.

b. Microfilming of Vital Records in OO/FDD commenced 19 March.

5. News

a. [] former Area Records Officer for DDP/CAS has retired from government service and returned to her home in Pennsylvania.

b. [] is attending the Records Management Seminar at National Archives.

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